**The Importance of a Good Introduction**

An introduction is very important when it comes to a new employee’s first impression of the University. It lays the foundation for their future employment and helps give them the best chances of succeeding in their new position. This is why the introduction needs to be planned well and delivered well.

**Checklist: Content and Design**This checklist is designed to assist both managers and new employees. It is a general checklist that shows what a good introduction should include and because it is general, it may need to be supplemented and adjusted accordingto the needs and situation of the new employee. It contains sections that are specific for **teachers**: these sections are blue.

The new employee’s immediate manager may delegate parts of this checklist to another employee; however, the immediate manager retains main responsibility. The new employee is actively involved in the introduction and takes responsibility for communicating their needs and taking steps to do what is agreed upon.

**Appoint a Mentor**It is worthwhile appointing a mentor at the same time that the new employee begins their employment. The mentor can play a role in the introduction to the work community and to work duties. The new employee has chief responsibility for initiating and maintaining contact.  
  
The role of the mentor mainly involves:

* Being a support and an advisor
* Sharing what they know
* Setting aside time to address any questions and/or concerns on a regular basis

**The Importance of Regular Follow-Up and Contact**Follow-up of the new employee’s well-being and performance is particularly important during the first months of employment. Decide on a time and a way for this follow-up to happen. If the employee has probationary employment *(provanställning)*, it is especially important that they receive feedback on their work and that the manager signals early on if the employee is not meeting expectations.   
  
*Note:* The need for continuing professional development (such as competence development in higher education teaching and learning or other relevant professional development) must be stated in the individual employee development plan *(den individuella utvecklingsplanen)* and followed up in the standard employee meeting *(medarbetarsamtal)*.

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| Appointed mentor |  |
| Name: |  |
| Contact information: |  |

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| Before the employee begins | How? | Person responsible | Date | Done |
| Appoint a suitable colleague who can act as a support during the initial period of employment | Ask a suitable colleague | Immediate manager |  |  |
| **Contact the new employee before the** **first workday** and provide information about who will meet them, times, parking, lunch and other practical information | Call the new employee | Immediate manager |  |  |
| **Place order**  User account  Keycard  Door keys | **Staff Web: *(Medarbetarwebben)***  *Organisation och styrning – Mallar och blanketter – Begäran om tilldelning av behörigheter –* to be sent to [support@du.se](mailto:support@du.se) | Immediate manager |  |  |
| **Place order** Mobile phone  *User account required; see step above* | **Staff Web: *(Medarbetarwebben)*** *Stöd och service – IT och telefoni – Beställning av mobilabonnemang och telefon* | Immediate manager |  |  |
| **Place order**  Computer | **Staff Web: *(Medarbetarwebben)***  *Stöd och service – IT och telefoni – Hyrdator – Beställning*  / | Immediate manager |  |  |
| **Place order** Add employee to email recipient lists and order a postal box *(postfack)* | Email support [support@du.se](mailto:support@du.se) | Immediate manager |  |  |
| **Set up office**  Organise a workplace, furniture, and any ergonomic aids | Contact Office of Campus and Facilities Planning: [support@du.se](mailto:support@du.se)  **Staff Web:** *Employee Information – Work Environment – Physical Work Environment – Ergonomic Aids and Computer Screen Equipment* | Immediate manager |  |  |
| **Inform everyone in your department/office,** including the Head of School, that the new employee is starting | Speak to them about this or email them | Immediate manager |  |  |

| First days to first weeks | How | Person responsible | Date | Done |
| --- | --- | --- | --- | --- |
| **Pick up keycards and keys, mobile phone + computer** *(make sure VPN is installed)* | Pick up at the Helpdesk | Immediate manager |  |  |
| **Parking permit** For parking permits and motor heaters, contact the janitorial office *(vaktmästeriet)* | Janitorial office | Immediate manager |  |  |
| **Tour/meet colleagues** Introduce the new employee to their closest colleagues and take a tour of the University. View the evacuation plan in the event of a fire. Locate the CPR defibrillator. Visit the lunchrooms. A good suggestion is that the new employee be invited to lunch with their immediate manager and mentor. |  | Immediate manager |  |  |
| **Initial introduction discussion**  about 60 minutes  Discuss the position and the expectations of both the employer and the new employee, and plan for the introduction and regular meetings to see how things are going. Talk about work duties, procedures, and the division of responsibilities within the department/office.   *The following points are useful to take up in the follow-up meeting(s):* | Personal meeting | Immediate manager |  |  |
| **Present Dalarna University** and provide general information about:   * the organisation * its vision, goals and strategy | **Staff Web: *(Medarbetarwebben)*** *Organisation och styrning – Mallar och blanketter – Begäran om tilldelning av behörigheter –* to be sent to [support@du.se](mailto:support@du.se) | Immediate manager |  |  |
| Show policy documents, rules, and administrative procedures that are **relevant** for the new employee | **Staff Web: *(Medarbetarwebben)*** *Organisation och styrning – Regler och beslut* | Immediate manager |  |  |
| **Describe the work environment** and the systematic work done to maintain a good work environment in the department/office.The new employee must be made aware of any potential risks that come with the work and how to avoid these. Provide information about important procedures, such as reporting an incident. | **Staff Web:** *Employee Information – Work Environment* | Immediate manager |  |  |
| **Provide information about work hours and work time agreements;** look at Retendo/other means of reporting time | **Staff Web:** *Employee Information – Working Hours and Absence* | Immediate manager |  |  |
| Provide general information about the web (du.se) and the **Staff Web *(Medarbetarwebben)*** and look at **Primula**. Also provide information about, for example, **Teams**,as a complement to Outlook, and how their department/office uses it. |  | Immediate manager |  |  |
| **Ensure that the new employee receives invitations in Outlook to attend relevant meetings:** for example, departmental meetings, subject meetings, and *institutionskonferenser.* |  | Immediate manager |  |  |
| Book an appointment with an *IKT-pedagog*for training in Learn and Zoom | **Staff Web: *(Medarbetarwebben)*** *Utbilda och forska* | New teacher |  |  |
| **Information management, law, and data protection** Look at information about public documents, confidentiality, and data protection, etc. | **Staff Web: *(Medarbetarwebben)*** *Stöd och service* | New employee |  |  |
| **Central Government Basic Values *(statliga värdegrunden)*** Look at information about what it means to be a government employee | **Staff Web:** *Employee Information – New Employees* | New employee |  |  |
| **Provide bank account details** | **Staff Web:** *Employee Information – New Employees* | New employee |  |  |
| **Register the following in Primula:**   * Secondary occupation *(bisyssla****)*** * Next of kin * Check personal details | **Staff Web:** *Employee Information – New Employees* | New employee |  |  |
| **Register to attend the Introduction Day** for new employees | **Staff Web:** *Employee Information – New Employees* | New employee |  |  |
| **Review and add information to the employee’s profile webpage** on du.se | **Staff Web:** *Employee Information – New Employees* | New employee |  |  |
| Visit meeting rooms, classrooms, lecture halls, and labs | Search **du.se/en**:  *Contact and Visit Us* | New teacher |  |  |
| Look at how to book rooms and cars (and the rules for work trips) | **Staff Web: *(medarbetarwebben)*** *Stöd och service – Service på campus, lokaler och parkering + Resor* | New employee |  |  |

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| In the first months |  | Person responsible | Date | Done |
| Book an appointment with the **Head of Subject *(ämnesföreträdare)*** for an introduction to the work done in the subject and procedures (quality management, study administrative procedures, etc.) | Personal meeting | New teacher |  |  |
| Book a meeting with the **Director of Programme *(programansvarig)*** for an introduction to the educational programme (if the new teacher is to work in a programme) | Personal meeting | New teacher |  |  |
| **Discuss departmental goals and priorities** Review the *verksamhetsuppdrag* of the department *(avdelning)* and university school *(institution)* |  | Immediate manager |  |  |
| **University work for sustainable development** The new teacher should become familiar with sustainable development work at the University | **du.se/en:** *About Dalarna University – This Is Dalarna University – Sustainable Development* | New employee |  |  |
| Shadow other teachers while they teach (attend lectures, seminars, etc. online or on campus). A mentor can decide which are relevant. |  | New teacher |  |  |
| Instructional discussion *(pedagogiskt samtal)* with mentor |  | Mentor |  |  |
| Make an appointment with a librarian for an introduction to library services and support services | **du.se/en:** *Library* | New teacher |  |  |
| Book a meeting with the Deputy Head of School *(proprefekt)* or Head of Subject *(ämnesföreträdare)* for information about research, etc. |  | New teacher |  |  |

The best of luck and welcome to Dalarna University!

**These documents will be particularly useful to you during your introduction:**

* Policy för arbetsmiljö vid HDa
* Policy för jämställdhet
* Regler mot diskriminering, trakasserier och kränkande särbehandling

**These additional documents will be particularly useful to new teachers:**

* Handläggningsordning för beredning av kursplaner vid Högskolan Dalarna
* Lokal examensordning Högskolan Dalarna
* Regler för examination vid Högskolan Dalarna
* Regler för examinator